
Proposals of the Case Processing P3 Workgroup regarding Establishment:

A. Time frames (Non-Interstate/UIFSA)

1. 90 calendar days (from locate for service): Legal action must be initiated and order/judgment obtained or unsuccessful attempts at service documented.
2. Paternity must be established or the alleged father excluded within 1 year of service of process.
3. For expedited process requirements, 75% of orders must be obtained within 6 months of service date and 90% within 12 months of service date.
4. If the custodial parent provides substantial credible information regarding the non-custodial parent's residence or work address, legal action must be initiated and served within 60 days and must inform the custodial parent of action. If the address is not accurate and action cannot be served, the custodial parent must be informed of that fact.(FC 17401)

B. Preparation of the Summons, Complaint, and Proposed Judgment:

1. Determine whether there is sufficient jurisdiction over the non-custodial parent/alleged parent in California to file an action. If not, refer for interstate processing.
2. Determine whether action is for paternity, current support, welfare arrears, medical support, child care costs, or any combination of these for each child.
 - a) If there is a child support order for some, but not all of the children, it is necessary to establish a support order for the child/ren for whom no support order exists by filing a supplemental summons and complaint. ***(See explanation below) Note that an order that reserves child support is not a support order, but that an order for zero (0) child support is a support order.**
 - b) If the order is from a different California county or from out of state, the order must be registered and a supplemental summons and complaint filed in the registration case. File the Judicial Council form Notice Regarding Payment of Support to intervene in the matter.
 - c) **If there is a child support order for some, but not all of the children, the order is from out of state, and California is not the proper state in which to modify the order, issue a summons and complaint for the "new" children and refer the existing order to enforcement.**
 - d) **File a motion to modify the support order rather than file a supplemental complaint if:**
 - 1) **There is a child support order but no medical support order, and medical support is being requested; or**
 - 2) **No arrears will be requested (non welfare case), and a) custody has changed from father to mother or mother to father, or**
 - b) **there is an order which reserves child support, or**
 - c) **there is a medical support order but no child support order and child support is being requested.**
 - e) **Supplemental Complaints:**

Filing a supplemental complaint is an establishment procedure that should be used in lieu of filing a new action when an order is needed to add a child, obtain a current support order (when there is no order for current support or medical support) or add an arrears period due to aid paid in this or another county. The supplemental complaint will be filed in an existing action for paternity or support involving a child(ren) of the same mother and father.

SUPPLEMENTAL COMPLAINT vs MODIFICATION

LCSA IS SEEKING	WHEN THE EXISTING ORDER HAS	
	NO CHILD SUPPORT ORDER OR RESERVED ORDER	"\$0" ORDERED
CURRENT AND ARREARS	SUPPLEMENTAL	MOD (Can't get arrears)
ARRS/REIMB ONLY	SUPPLEMENTAL	Can't get arrears
CURRENT ONLY	MOD	MOD

3. If paternity is at issue, be sure there is proof: an appropriately completed paternity questionnaire or declaration in lieu of testimony from the custodial parent, POP dec, birth certificate signed by the non-custodial parent, or marriage and birth certificates if paternity presumptions apply, are acceptable.
***Best practice: Attach the paternity proof to the complaint**
4. Determine the income of both parents.
 - a) ***Best practices should include requesting that the custodial parent complete and sign a declaration regarding the non-custodial parent's income and/or income history. (This procedure belongs with Intake processes.)**
 - b) **Best practices should include an attempt to contact both parents to confirm income information, to verify the percent of time the child spends with each parent and to verify child care costs, if any. Visitation verification and child care verification forms should be used if possible.**
 - c) **Best practices should include an attempt to obtain the social security number and access income information from other sources prior to using presumed income.**
 - d) *** Best practices should include following up on any income information, although complaint preparation should not await the responses**
5. Calculate the support amounts. Support calculations must be based on the current child support guideline established by state law in Family Code Section 4055 et seq. **It is important to document the figures used in your calculations.**
 - a) If actual income of the NP is known, that income must be used, unless it is inconsistent.
*** If inconsistent, income history or imputation of income, based on proven earning capacity, may also be used.**
*** Is the use of low income adjustment appropriate? If so, at what level (i.e., lowest, middle)?**
 - b) If there is no income information, presumed income (MBSAC) must be used to establish the support amount.
 - c) If there is no ability to pay support because of incarceration in prison/jail, receipt of welfare, SSI benefits, residence in a drug rehabilitation facility or being under 18 or in high school with no earned income, **current child support should be reserved** and no arrears should be owed
***Best practice is to reserve the order retroactive to commencement of employment. In appropriate cases, a court review date should be included in the proposed judgment.**
 - d) ***Include CP's income in the support calculation, even if CP is on aid and has limited income. If CP aided and has no income, income should be zero.**

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- e) In appropriate cases, child care costs are allocated one-half to each parent, unless there is documentation supporting a different allocation.
***Best practice would be to separate child care costs from the basic child support amount and state them clearly in the judgment. Note that presumed income is the basic child support amount, and any child care costs would be additional.**
- f) ***Best practice should be to request that the non-custodial parent pay one-half of all reasonable uninsured medical, dental, and vision costs incurred on behalf of the child/ren.**
- g) ***Best practice should be to attach the support calculations and/ or worksheet for current support and the arrears periods to the proposed judgment to show what income and income sources for each parent was used and to clearly state the amounts of support calculated for each arrears period. Periods of foster care should also be designated.**
- h) ***Best practice should be to consider a hardship deduction for the minimum basic living expenses of NP's biological/adopted child/ren residing with NP and for any documented extraordinary medical expenses and uninsured catastrophic losses. If a hardship credit is given, the PJ/final judgment must contain findings as required by FC 4072.**
6. Calculate welfare arrears by verifying periods of aid for the custodial parent and minor child/ren with both local and other county welfare offices where the family received assistance and no reimbursement was paid. The current child support guideline should be used for each month for which arrears are requested.
- a) ***The best practice regarding months for which arrears should be requested must be determined: is the amount calculated by considering only months aid was expended, not exceeding 1 year from the date of the filing of the complaint, or by including all months beginning with the first aid payment not more than 1 year ago?**
- b) The support obligation should be reduced by any amounts actually paid by the NCP directly to the CP or child support agency for the support of the child/ren during the aid periods.
***Best practice should be that no credit would be allowed for rent payments, groceries, clothing, etc. to third parties.**
- *c) Best Practice: The monthly payback amount to the arrears should be consistent throughout the state. In most cases, it should be greater than accruing interest. A suggested formula is as follows:**
- 1) If there is a current child support order, the formula is: 5% of the net plus interest (10%/year).**
 - 2) If there is no current involved, the formula is: 3% of the principal plus the interest (10%/year).**
7. **Genetic Test Costs:** The costs of genetic tests should be included in the complaint and proposed judgment if a request for genetic testing has been made.
8. ***Best practice: Complaints requesting support for children in foster care should be designated as such. Suggestion: "D" for dependency cases and "W" for delinquency (ward) cases. Complaints and proposed judgments requesting support in delinquency cases should also contain the Gerald C. language: "This amount does not cover costs related to the child's incarceration, treatment, or supervision for the protection of society and the child or the rehabilitation of the child."**
9. **The summons and complaint and proposed judgment may be prepared by a caseworker, but must be reviewed by the assigned attorney. Digitized signatures are not appropriate; the attorney must sign the**

complaint, pursuant to CCP 128.7, which provides that, “(a) Every pleading, petition, written notice of motion, other similar paper shall be signed by at least one attorney of record in the attorney’s individual name, or, if the party is not represented by an attorney, shall be signed by the party....(b) By presenting to the court, whether by signing, filing, submitting, or later advocating, a pleading, petition, written notice of motion, or other similar paper, an attorney or unrepresented party is certifying that to the best of the person’s knowledge, information, and belief, formed after an inquiry reasonable under the circumstances, all of the following conditions are met: (1) It is not being presented primarily for an improper purpose.....(2) The claims, defenses, and other legal contentions therein are warranted by existing law or by a nonfrivolous argument for the extension, modification, or reversal of existing law or the establishment of new law. (3) The allegations or other factual contentions have evidentiary support or, if specifically so identified, are likely to have evidentiary support after reasonable opportunity for further investigation or discovery....”

10. The documents are filed with the Superior Court.

- a) *** Best practice: the local child support agency is staffed with deputized court clerks who stamp routine pleadings and have direct telephone access to the court for new case numbers.**
- b) ***Best practice should be that at any point in the process, the NP is encouraged to meet with the child support agency to negotiate a stipulated agreement that can be prepared and filed with the court.**

11. Next step: Service of the complaint and proposed judgment

12. Amending the complaint and proposed judgment before service:

- * Best Practice: If the non-custodial parent has not been served with the summons, complaint and proposed judgment and additional income information is received, the summons, complaint and proposed judgment should be amended.**

C. Amended Proposed Judgment

- 1) ***Best Practice: Check all systems to see if additional income information is received within 30 days of service. If the income information would change the support amount by 20% or more, an amended proposed judgment and declaration for amended proposed judgment must be prepared.**
- 2) *** Best Practice: The final judgment should generally be identical to the proposed judgment.**
 - a) **The only addition can be the genetic test cost.**
 - b) **If the change will not result in any potential loss of money to the custodial parent, deletions or reductions can be made provided they do not increase the support obligations. (An explanation of the deletion/reduction must be given on the default declaration.)**
 - c) **If the complaint and proposed judgment were filed based on presumed income (MBSAC), and new income information becomes known, regardless of the amount of increase or decrease, the PJ should be amended and a declaration for amended proposed judgment filed due to set-aside rights associated with orders based on presumed income.**

***BEST PRACTICE OR DISPUTED ISSUES IN BOLD AND/OR MARKED WITH ASTERISK**

**CASE PROCESSING
ACTION ITEM LIST
8/25/00**

Workgroup	Action Item	Date Recorded	Assignee	Date Due	Date Closed	Resolution
Case Processing	Bring questionnaires, review guide, flow charts, statistical reports, CS157.	7/14/00	Louanne Declusin	7/21/00	07/21/00	Done
Case Processing	Bring compiled statistical reports by county size (small, medium and large), interstate best practices FSD letter.	7/14/00	Linda English	7/21/00	07/21/00	Done
Case Processing	Bring CDAA family support officer college blue binder including flow chart.	7/14/00	Jacinta Arteaga	7/21/00	07/21/00	Done
Case Processing	Review FTB information to share with committee with regard to case processing and systems information.	7/14/00	Marta James	7/21/00	07/21/00	Done
Case Processing	Bring Post-it notes in various colors, markers, all copies of handouts (20 each).	7/14/00	Kathie Lalonde	7/21/00	08/18/00	Done
Case Processing	Bring reports, matrices, graphics and charts specific to case processing practices.	7/14/00	Kathie Lalonde, Linda English and OCSE rep	7/21/00	08/18/00	Done
Case Processing	Anyone with access to flow charts and compliance time frame charts is asked to bring them to the next meeting.	7/14/00	All committee members	7/21/00	08/18/00	Done
Case Processing	Case review checklist, flow chart.	7/14/00	Pat Solomon	7/21/00		Done
Case Processing	Discuss the issue of freeing up the state committee member's time for the P3 project.	7/14/00	Peggy Jensen/Kathie LaLonde	7/21/00	08/04/00	Request made
Case Processing	Obtain time frames and compliance information	7/14/00	Federal Reps	7/21/00		Done

**CASE PROCESSING
ACTION ITEM LIST
8/25/00**

Workgroup	Action Item	Date Recorded	Assignee	Date Due	Date Closed	Resolution
Case Processing	Get 20 copies of the CFRs.	7/14/00	Kathie LaLonde	7/21/00	08/04/00	Provided members with web site so they can print sections they want
Case Processing	Need information on CAMP duties	7/14/00	FTB Reps	7/21/00	08/04/00	Done
Case Processing	Delegate responsibilities for the processing categories.	7/14/00	Group	7/21/00	08/04/00	Done
Case Processing	Coordinate with other groups on their actions.	7/14/00	Group	7/21/00	08/04/00	Done
Case Processing	Develop a strawman flow chart for 1) Intake, 2) Locate, 3) Establishment functions and fax to committee members when ready. This will enable the members to come up with the necessary details for each function before the next meeting.	7/21/00	Linda English and Mary O'hare-Teich	8/11/00	08/11/00	Done
Case Processing	Get information on the posters needed for the next meeting to Mary O'hare-Teich.	7/21/00	Kathie Lalonde	8/11/00	08/04/00	Posters done
Case Processing	Get copies of the 1999 CFR's for members (18).	7/21/00	Kathie Lalonde	8/11/00	08/04/00	Provided members with web site so they can print sections they want
Case Processing	Read the material handed out in the meeting and be prepared to discuss details for the finactional categories and sub-categories.	7/21/00	All committee members	8/11/00		In process

**CASE PROCESSING
ACTION ITEM LIST
8/25/00**

Workgroup	Action Item	Date Recorded	Assignee	Date Due	Date Closed	Resolution
Case Processing	Look up legal requirements for case processing	8/11/00	Jenny Skoble	8/25/00	08/25/00	Done
Case Processing	Analyze SB1410 material (county best practices) and document automated/manual Locate and Establishment procedures	8/11/00	Jacinta Arteaga	8/25/00	08/25/00	Done
Case Processing	Analyze Compendium of State Best Practices related to case processing and document best practices	8/11/00	Cynthia Denenholz	8/25/00	08/25/00	Done
Case Processing	Analyze Peggy Jenson's material related to case processing and document best practices	8/11/00	Jacinta Arteaga	8/25/00	08/25/00	Done
Case Processing	Review other team notes for issues and provide summary to team	8/11/00	Linda English	8/25/00	08/25/00	Done
Case Processing	Document process for filing Summons & Complaint (and any other related proceedings)	8/11/00	Cynthia Denenholz, Kim Mel and Jacinta Arteaga	8/25/00	08/25/00	Done
Case Processing	Document process for Service & Notice and prior notice to NCP before serving	8/11/00	Linda English and Melanie Snider	8/25/00	08/25/00	Done
Case Processing	Document process for default judgements	8/11/00	Jenny Skoble and Barbara Catlow	8/25/00	08/25/00	Done
Case Processing	Document process for blood tests and contested judgements	8/11/00	Shirley Roberts and Pat Solomon	8/25/00	08/25/00	Done

**CASE PROCESSING
ACTION ITEM LIST
8/25/00**

Workgroup	Action Item	Date Recorded	Assignee	Date Due	Date Closed	Resolution
Case Processing	Update Case Process Workflow documents	8/11/00	Mary O'Hare-Teich	8/25/00	08/25/00	Done
Case Processing	Document Workflow Narratives	8/11/00	Laurye Gage	8/25/00	08/25/00	Done
Case Processing	Read best practices for Case Processing (Jacinta and Cynthia's documents). Delete any information that does not meet Best Practices	8/25/00	Team	9/8/00		
Case Processing	Get out summary document from 8/24 steering meeting. Also send out any outstanding meeting minutes.	8/25/00	K. Lalonde	9/8/00		
Case Processing	Research on interstate issue.	8/25/00	L. English	9/8/00		
Case Processing	Bring county forms for NCP Income/Expense Declaration, and Paternity documents	8/25/00	J.Arteaga & P.Solomon	9/8/00		
Case Processing	Add timeframes, legal codes and updates to Narratives document	8/25/00	L. Gage	9/8/00		
Case Processing	Bring Summary & Complaint containing statement on blood tests	8/25/00	P.Solomon	9/8/00		
Case Processing	Create agenda for next meeting. Jacinta to pick up and bring to next meeting	8/25/00	M. O'Hare-Teich	9/8/00		
Case Processing	Update the "Suggested Best Case Processing Practices" document.	8/25/00	C.Denenholz	9/8/00		
Case Processing	Send digitized voice information to Kathie.	8/25/00	M. O'Hare-Teich	9/8/00		

**DCSS P3 PROGRAM
CASE PROCESSING WORKGROUP
AUGUST 25, 2000 MEETING
MEETING SUMMARY**

I. GENERAL

On Friday, August 25, 2000, the California Department of Child Support Services (DCSS) Policies, Procedures, and Practices (P3) Program, Case Processing Workgroup held its third official session in Sacramento. The following members attended:

- ☒ Jacinta Arteaga, County Analyst (Sup. FSO, San Mateo County)
- ☒ Barbara Catlow, County Co-leader (Asst. Director, LA County)
- ☒ Louanne Declusin, DCSS Co-leader (DCSS Cty Review Analyst)
- ☒ Cynthia Denenholz, Judicial Council (Commissioner, Sonoma County)
- ☒ Linda English, DCSS Analyst (DCSS Policy Analyst)
- ☒ Laurye Gage, FTB (CAMP)
- ☒ Marta James, FTB (CCSAS Info Sys Analyst)
- ☒ Kim Mel, Small County (Sup. DDA, Santa Cruz County)
- ☒ Mary O'Hare-Teich, Large County (Prog. Specialist, Alameda County)
- ☒ Pam Pankey, FTB (CCSAS Child Sup. Specialist)
- ☐ Pat Pianko, OCSE (Region 9)
- ☒ Shirley Roberts, Scribe, SEIU (Sr. FSO, Ventura County)
- ☐ John Schambre, OCSE (Region 9)
- ☒ Jenny Skoble, Advocate (Harriett Buhai Center)
- ☒ Melanie Snider, Advocate (ACES, Legal Director)
- ☒ Pat Solomon, Medium County (Sr. FSO, Ventura County)

Attending *ex officio* were:

- ☒ Kathie Lalonde, Facilitator (SRA International)

This meeting summary highlights points covered, material discussed, decisions made, and follow-up tasks for forthcoming sessions. Comments and corrections should be addressed to scribe Shirley Roberts at shirley.roberts@mail.co.ventura.ca.us.

I. REVIEW OF LAST MEETING'S MINUTES & MISCELLANEOUS ITEMS

Louanne Declusin and Barbara Catlow opened the meeting and asked for a review of the minutes from the August 11 meeting. No changes were made.

Laurye Gage agreed to write the matrix in narrative table form for the rest of the case processing report. Mary O'Hare-Teich will number the flow charts to coincide with the narrative form.

Barbara Catlow asked for a report on the meeting held by the Steering Committee. Kathie LaLonde indicated that the minutes should be out by the end of this week.

Louanne Declusin and Mary O'Hare-Teich attended the Steering Committee meeting and presented information on the Case Processing Workgroup's progress. Linda English was also present, along with Kathie Lalonde. Louanne indicated that the Steering committee felt the workgroups are on the right track and the committee requested no changes.

II. TODAY'S TENTATIVE AGENDA

The case processing workgroup discussed the agenda items for the establishment process. Members brought their homework reports and provided copies to the group. Mary O'Hare-Teich made the flow charts and also brought copies of the Meds Data Entry, Data Inquiry, and IEVS (Income Eligibility Verification System) information. She explained how to use them for verifying income more quickly for child support calculations.

Jacinta Arteaga brought copies of the best practices for Locate and provided various Locate websites. She stated that any other websites members would like to include can be sent to her and she will add them to the list. She is looking into getting access to Orange County's "work number" database, a database on employees that will provide income verification. Jacinta found all counties to have Internet access for Locate purposes, but the majority of these limit access to certain staff only, mainly managers and supervisors. She found some counties also have access to all internal county databases and suggests this would be a good practice to recommend for all counties.

Pam Pankey suggested all counties have automated interfaces with the Meds system, as well as with all other county databases. Meds is not automated, as there is no agreement between DCSS and Health Services. Cynthia Denenholz asked how realistic it is for clerical staff to manually search Meds. It was agreed it could not be done in every case, particularly in the large counties, due to cost and staffing.

Linda English gave a brief overview of the other workgroups' meeting notes and reported on what each group is working on. Kathie Lalonde said a revised set of notes would be coming out soon and she will get copies to everyone.

It was agreed to table the best practices for Locate brought by Jacinta Arteaga until everyone has a chance to read them and choose the practices that the group **does not** want to recommend. It was suggested we keep in mind both immediate and long-term practices.

Jenny Skoble brought a condensed list of the legislation affecting case processing. The other processes brought by group members were distributed and tabled for discussion at the next meeting, as time was getting short.

III. DISCUSSION ISSUE *[Summons and Complaints]*

Cynthia Denenholz, Kim Mel, and Jacinta Arteaga prepared the establishment best practices process for Summons & Complaints and Proposed Judgments and provided copies for group members.

Kim first discussed the time frames involved. Next discussion was on Reserved order vs. Zero (\$0) order and included Mod vs. Supplemental S&C. As discussion progressed, it was decided that a reserved order **is not** a child support order. On a zero (\$0) order, past support cannot be obtained. It was discussed whether leaving the wording "Reserved" off the complaint and leaving it blank, was the same as a reserved order. Most felt that if left blank, child support is not reserved or addressed.

Linda English and Pat Solomon brought up the interstate issues with CEJ and controlling orders. Linda will research this issue and bring the information to the next meeting for further discussion.

The group recommends implementing a statewide order. Also recommended was consolidation of orders.

IV. BEST PRACTICES FOR SUMMONS AND COMPLAINTS *(Cynthia will redo the handout and bring to next meeting with changes made by the group)*

Some of the information contained in the establishment process for S&Cs is as follows:

1. It was agreed "an order which reserves child support is not a support order, but that an order for zero (\$0) child support is a support order."
2. If there is a child support order for some, but not all of the children, the order is from out of state, and California is not the proper state in which to modify the order, issue a summons and complaint for the "new" children and refer the existing order to enforcement. Linda English disagrees and will get more information on interstate cases. Discussion tabled until next meeting.
3. File a motion to modify the support rather than file a supplemental complaint if:
 - 1) There is a child support order but no medical support order, and medical support is being requested; or
 - 2) No arrears will be requested (non-TANF case), and
 - a) Custody has changed from father to mother or mother to father,or
 - b) There is an order which reserves child support, or
 - c) There is a medical support order but no child support order and child support is being requested.
4. Discussion on paternity and FC7575.C1. If you have a POP declaration, should you file for paternity anyway in case it becomes invalid? Paternity is not at issue if you have proof such as: POP declaration or a birth certificate signed by the NCP after the 12-1-1996 law began. Cynthia requested proof of paternity, such as

the paternity questionnaire or declaration in lieu of testimony, be attached to the S&C for service. LA County files electronically and cannot attach evidence. Ventura County agrees evidence should not be attached. Mary brought up the fact that confidentiality codes will be breached by attaching evidence, especially with sub-service.

Majority Opinion: Do not attach proof of paternity to complaint.

Minority Opinion: Attach proof of paternity to complaint (Cynthia Denenholz).

5. Determining the income of both parents was discussed and will be moved to the Intake process rather than discuss it here for establishment.

Majority Opinion: Item 4c. from the handout "Best practices should include an attempt to obtain the social security number and access income information from other sources prior to using presumed income."

Minority Opinion: Some counties may not have staff or automatic sources to obtain SSN and income.

Note: A lot of issues will be resolved with a statewide system.

6. Use of low-income adjustment issue. Can offices, caseworkers, use this in addition to the courts?

Majority Opinion: If so, there must be documentation as to its use. "If actual income of the NCP is known, that income must be used, unless it is inconsistent." If inconsistent, income history or imputation of income, based on proven earning capacity, may also be used.

Minority Opinion: Do not use low-income adjustment at S&C (Pat Solomon).

7. If there is no income information, presumed income (MBSAC) must be used to establish the support amount. With very minimum information, use presumed income.
8. If there is no ability to pay support because of incarceration in prison/jail, receipt of welfare, SSI benefits, and residence in a drug rehabilitation facility, or being under 18 or in high school with no earned income, **current child support should be reserved** and no arrears should be owed. Best practice should be to reserve the order retroactive to commencement of employment or receipt of other income.
9. Include CP's income in the support calculation, even if CP is on aid and has limited income.

Majority Opinion: If CP aided and has no income, income should be zero (\$0).

Minority Opinion: The aided CP should have minimum wage imputed if no income (Pat Solomon).

10. In appropriate cases, child care costs are allocated one-half to each parent, unless there is documentation supporting a different allocation. Best practice would be to separate childcare costs from the basic child support amount and state them clearly in the judgment. Note that presumed income is the basic child support amount, and any

child care costs would be additional.

11. Consider that a hardship deduction be given for the minimum basic living expenses of NCP's biological/adopted child(ren) residing with NCP and for any documented extraordinary medical expenses and uninsured catastrophic losses. If a hardship credit was given, the PJ/final judgment must contain findings as required by FC4072.
Minority Opinion: Hardships, use if known and verified (Pat and Jacinta).
12. Arrears calculations - best practice regarding months for which arrears should be requested must be determined: is the amount calculated by considering only months aid was expended, not exceeding one year from the date of filing of the complaint, or by including all months beginning with the first aid payment not more than one year ago?
13. The support obligation should be reduced by any amounts actually paid by the NCP directly to the CP or child support agency for the support of the child(ren) during the aid periods. Best practice should be that no credit would be allowed for rent payments, groceries, clothing, etc. to third parties.
14. Arrears payback criteria/formula best practice: The monthly payback criteria/formula for the arrears should be consistent throughout the state. In most cases, it should be greater than the accruing interest.
15. Discussion on whether to include genetic test costs in the complaint will continue next meeting, along with the use of digitized signatures.

V. RECOMMENDATIONS

1. Need to have automated access to Meds (IV-A): Need agreement between DCSS and Health Services.
2. Statewide order - need legislation.
3. If POP declaration or birth certificate filed after 12-1-96, do you file paternity? FC7575.C1.
4. Have IV-A change CA 2.1 to be signed "under penalty of perjury."
5. One form for CP and NCP to have them complete asking them income history and relevant questions. (Send this recommendation to Non-Judicial Forms Workgroup).
6. Low income adjustment: training issue to make uniform and documented.
7. Statewide standards re: use of income history in terms of amount and duration.
8. Forms: notification to CP re: one-half of unreimbursed medical costs.
9. Enforcement - arrears payment amount that is consistent across the state.

VI. ACTION ITEMS/HOMEWORK ASSIGNMENTS FOR NEXT SESSION

See attached action items.

VII. ANCILLARY (PARKING LOT) ISSUES

Address when to do a zero (\$0) order vs. reserved order.

VIII. AGENDA FOR NEXT MEETING SEPTEMBER 8

1. Review minutes (.5 hr)
2. Finish S&C practices (1 hr)
3. Discuss service of process, including by publication (1 hr)
4. Discuss blood test process (.5 hr)
5. Discuss contested action process (.5 hr)
6. Discuss default process (.5 hr)
7. Discuss locate best practices (.5 hr)
8. Homework assignments (.5 hr)